



Application for
Board of Zoning Appeals

OFFICE USE ONLY
Date Received:

Complete this application in its entirety and submit along with the required materials (listed in Step 2 below) to the following address:

City of Hampton, Community Development Department
22 Lincoln Street, 3rd Floor
Hampton, Virginia 23669

Case Number: _____ - _____

Application for (check one):

- ☐ variance ☐ appeal of the zoning administrator's decision ☐ appeal of a zoning administrative officer's decision ☐ appeal of the Chesapeake Bay Review Committee's decision

1. PROPERTY INFORMATION

Address or Location _____

LRSN _____ Zoning District _____

Current Land Use _____

Proposed Land Use _____

The proposed use will be at/in: ☐ an existing building ☐ a new addition ☐ a new building

2. SUBMITTAL REQUIREMENTS & DETAILS

All applications must include: (1) a recent survey plat of the property; (2) application fee of \$100 for single-family residential uses, \$250 for all other uses, payable to the City of Hampton; (3) a brief written description of request (use following space or submit as a separate document);

Description of request:

and (4) the following:

Variance

- For requests relating to signage, submit plans showing detail of the sign type, size, design, and location

Special Exception

- Day Care Supplement form

Appeal of the Zoning Administrator's Decision or Appeal of a Zoning Administrative Officer's Decision

- In the description of request, include the date of the decision being appealed and the reason for appeal

Additional information may be required at the Zoning Administrator's discretion

3. PROPERTY OWNER INFORMATION

An individual or a legal entity may be listed

Owner's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

4. APPLICANT INFORMATION (if different from owner)

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

4. AGGRIEVED PARTY INFORMATION (if applicable)

An individual or a legal entity may be listed

Aggrieved Party _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

5. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

6. CERTIFICATION FOR LEGAL ENTITY PROPERTY OWNERS

*Complete this section only if the property owner is **not** an individual but rather a legal entity such as a corporation, trust, LLC, partnership, diocese, etc. as specified in Step 3 above.*

"I hereby submit that I am legally authorized to execute this application on behalf of the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), title(s), signature(s), and date(s) of authorized representative(s) of entity (attach additional page if necessary):

Name of Legal Entity _____

Signed by: Name (printed) _____, Its (title) _____

Signature _____ Date _____

Name (printed) _____, Its (title) _____

Signature _____ Date _____

7. CERTIFICATION FOR INDIVIDUAL PROPERTY OWNERS

Complete this section only if the property owner is an individual or individuals.

"I hereby submit that I am the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), signature(s), and date(s) of owner(s) (attach additional page if necessary):

Signed by: Name (printed) _____

Signature _____ Date _____

Name (printed) _____

Signature _____ Date _____